

## **JOB ANNOUNCEMENT**

*Applicants should submit a cover letter and resumé to Sheryl Bowman, Special Projects Manager, at [sbowman@cnyworks.com](mailto:sbowman@cnyworks.com)*

# **CNY Works – Executive Director**

## **Announcement**

CNY Works, Onondaga County’s Workforce Development Board, is seeking a dynamic executive level leader for the organization. This individual, with the CNY Works Board of Directors, will be responsible for shaping regional workforce strategies; making investments that support those strategies; and overseeing the delivery of high-quality career center services to area residents. Beyond these duties, the Executive Director will oversee organizational enhancements, which will position CNY Works and its partners to meet the needs of Onondaga County’s diverse array of employers, job seekers and workers.

## **The Organization**

CNY Works serves as the Workforce Development Board for Onondaga County and the City of Syracuse – and oversees the community’s “One-Stop” Career Center services, as initiated by the federal Workforce Innovation and Opportunity Act. CNY Works seeks to address critical workforce, economic, and educational opportunities and challenges, and to develop and enhance a workforce that meets the needs of businesses and strengthens the local economy. The CNY Works Board is jointly appointed by the Onondaga County Executive and Mayor of the City of Syracuse. CNY Works is a nonprofit 501(c)3 organization that receives funding from federal workforce development grants, state and local government grants, nonprofit organizations, and donations.

## **Position Overview**

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for CNY Works staff and programs and the execution of its mission. S/he will be responsible for the creation and implementation of the organization’s programs and for the oversight and administration of the federal and state funding flowing into the region. S/he will work with the board of Directors, Onondaga County Executive, and Mayor of Syracuse to implement a long-term vision in which the county’s Workforce Development Board serves to convene and strengthen the regional workforce ecosystem, fostering greater collective impact between employers, government agencies, education and training providers, community-based organizations, and service providers. S/he must have some workforce development experience and ultimately will develop deep knowledge of the field, core programs, operations, and business plans.

## **Key Duties and Responsibilities**

### *Leadership*

- Work with the Board Chair, Board of Directors, County Executive and Mayor to develop and implement data-driven workforce strategies that achieve collective impact, meeting the needs of area employers and expanding opportunities and resources for area residents, especially within disadvantaged communities;
- Engaging in ongoing Board Development through training, strategic discussions, and alignment/peer learning with other national and statewide workforce agencies;
- Actively engage private sector employers to understand labor market needs in real time;
- Build and/or support Sector Partnerships with sector-specific employers, educational, public, labor, and non-profit groups to develop, deploy and iteratively refine workforce solutions that equitably address labor market needs;
- Position CNY Works as a collaborative partner and, when appropriate, convener of workforce ecosystem partners, including training and education providers, labor, community-based organizations, workforce intermediaries, and workforce funders;
- Foster a culture of transparency and data sharing in the workforce system;
- Oversee Career Center services, ensuring that they are effective, broadly applied to all who need them, and delivered with cultural competency;
- Supplement government allocated funds (WIOA and otherwise) through strategic resource development and alignment with workforce funders and funder collaboratives (enabling for effective braiding and blending of funding streams when possible and appropriate);
- Work with the board to fully and effectively invest government and private resources in high impact workforce solutions in an annual basis;
- Engage in workforce data analysis and collect employer feedback about existing workforce services for continuous improvement;
- Work with the City, County and economic development organizations to provide workforce support on economic development projects and strategies;
- Support the Board Chair and Board of Directors by providing professional guidance related to strategic planning and funding; provide frequent board development and education opportunities; distribute timely and accurate financial reports that enable effective decision making; and display fluent knowledge of WIOA and other funder streams to ensure that strategies meet funding guidelines.

### *Management*

- Provide summary reports on investments and programs to the board of directors;
- Oversee the development and effective management of all organizational budgets;
- Ensure that the fiscal and program audit and all federal and state monitoring are successfully completed without findings;
- Ensure effective management and professional development of staff;
- Ensure continuous improvement in the collection, analysis and management of employment and labor data;
- Ensure compliance with WIOA through timely responses to New York State Department of Labor Technical Advisories and all other state and federal requirements;

- Ensure that Board strategies and policies are in compliance with the WIOA and Uniform Guidance;
- Oversee the evaluation and continuous improvement of all activities and programs;
- Ensure effective provision of career center services through management of contracts with career center partners.

### **Desired Skills and Experiences**

- A passion for and commitment to creating career opportunities for all residents of Onondaga County;
- A creative and entrepreneurial approach to problem solving, coupled with a commitment to fiscal stewardship and compliance;
- A demonstrated commitment to the values of diversity, equity and inclusion;
- A track record of effectively leading and scaling an outcomes-based organization and staff;
- Specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth;
- Working knowledge of programs and policies governing workforce development (and a commitment to develop a deep fluency);
- Experience in legislative and policy advocacy/government relations and outstanding advocacy skills;
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget;
- Success working with a Board of Directors with the ability to cultivate existing board member relationships as well as identify and engage new members;
- Strong resource development and communications experience with the ability to engage a wide range of stakeholders and cultures;
- Strong written and verbal communication skills;
- Ability to work effectively in collaboration with diverse groups of people;
- Bachelor's degree required; Master's degree preferred and/or strong professional experience